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Chief, Investigations Division   12 October 1962

Acting Chief, Security Records Division

<u>Covert Case Processing</u>

1. In the processing of covert cases, there is considerable variance among the types of clearance requests as to what names connected with the case are to be searched; whether the search should include overt and covert indices references; whether both subject and reference index cards should be checked; what related files should be pulled with a case; what information should be included on the biographic data mats; whether analysis of a case should be done by SRD/CAB or the interested Branch in ID; and whether a case should be processed completely when initially received or partially processed for subsequent return by ID as a comeback case. The procedures vary not only according to the type of clearance requested, but also according to what Branch in ID is responsible for the case, and in some instances according to which supervisor is handling the request.

2. Over the course of several years, a series of informal arrangements have been made between personnel in ID and SRD relating to the handling of the various types of cases. Priorities have been established at times for the expeditious handling of certain cases, without regard for the requirements of other sections of the Office. Procedures have been adopted and changed freely according to the temporary priority of certain projects or according to how various supervisors wanted cases processed. The problem of how to process covert cases has been further complicated by personnel changes and reorganizations in SRD, ID, DD/P, and DD/R. For instance, when SSD had a separate file room, certain persons became used to processing only covert cases, which they learned to recognize as to type and processing requirements. With that arrangement, informally established rules and procedures were sufficient. With the present combined overt and covert sections, however, SRD personnel are responsible for handling all clearance requests, without being able to segregate them into overt and covert categories.

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3. It is therefore requested that CRD be advised of the processing requirements for the various types of covert cases. If a series of meetings between CRD and ID supervisors would facilitate matters, we are agreeable to solving the problem in this manner.

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